

Erda City Council Minutes

12/11/2025 – 7:00 pm

Erda City Office/Fire Station - Auditorium

Call to Order

1. Roll Call

- a. Councilmen: Scott Droubay, Craig Smith, Clyde Christensen, Terry Miner, Sheldon Birch
- b. Jennifer Poole-City Recorder, Jessilyn Stagg- Dept Clerk, John Brems- City Attorney, Rachelle Custer -City Planner

2. Clyde led the pledge of allegiance

3. Public Comment

- a. Sheldon- I want to thank Craig and Terry for their service. They are part of the original City Council. They have taught me many things and I am sad to see them go.
- b. Rob Adams- I have a lot of interest in Erda, I have been here since 92, I have a home and commercial property here. I wanted to make some comments on the home based automotive business. My business and personal vehicles have been handled for 20 years by Mr. Devore; he has been a great partner. I want more businesses like his in Erda.
- c. Sheldon moved to close public comment, Craig seconded the motion
- d. Voting Unanimous to close public comment
- e. **Public Comment Closed**

4. Approve meeting minutes from 11-13-25

- a. Terry asked to have the intent of time being until the beginning of the year to be amended.
- b. Craig moved to approve the meeting minutes as amended by Terry, Sheldon seconded the motion
- c. Voting was unanimous to approve the meeting minutes from 11-13-25 as amended by Terry
- d. **Meeting minutes from 11-13-25 APPROVED**

5. Treasurer Report

- a. Terry- I got a letter from the audit about the PIDs that are in Erda City. So far I've talked to Dave and the auditors. I'm proposing we send back a letter stating that we approved the ability to create them but they are governed by the developers. Erda City receives no money.
- b. Craig- I like it, I would just recommend we run it through John before we send it.
- c. Terry- From our last meeting we've had total deposits of \$103,331.00 into checking. Total checks written for the same time are \$84,432.81.
- d. Sheldon motioned to accept treasurer report, Craig seconded the motion

- e. Voting unanimous to accept the treasurer report
- f. **Treasurer Report Accepted**

- 6. Sheriff's Report
 - a. Leutant. Roberto- There were 81 details in Nov. There were 12 arrests. One of those incidents was a vehicle speeding and intoxicated. There were 9 additional Citations made at Bronzewood.
- 7. NTFD Report
 - a. Buck- We haven't gotten a report Chief is out of town. Tomorrow is our annual Santa Run. We will have 3 Santas out.
- 8. Tooele County Health Department Youth Recognition Award
 - a. Sheldon- Sadie Ogden was nominated Christina Shinton at Stansbury High School. Sheldon read the nomination.
- 9. **Proposed Ordinance 25-21** Amending Chapter 2 and Table 15-5-3.2 of the Erda City Land Use Code to Add Home Based Automotive Business/Repair Shop
 - a. Rachelle- This is an applicant led Text amendment. Rachelle read the proposed amendments. We would split out the definitions of Service Station and Automotive repair. This went before the planning commission 3 different times and they really nailed it down, its recommendation to do this as a Conditional Use Permit, but was sent with an unfavorable recommendation as we don't have a paid code enforcement official, they would want to have these items closely monitored.
 - b. Terry- This addresses my concern of parking.
 - c. Scott- Please help me understand why the unfavorable recommendation?
 - d. Rachelle- They were concerned that by not having a paid enforcement officer this could get out of hand.
 - e. Clyde- So at the bottom of this it says no welding, what about when they replace a muffler? That will require some welding.
 - f. Rachelle- That would be where Buck Peck the Fire Marshall comes in.
 - g. Clyde- One of the issues brought up was the code enforcement with some of the issues we already have.
 - h. Sheldon- I am in favor of the idea of paid code enforcement. I do feel bad that a councilman has to enforce this against people who may have to vote for them.
 - i. Terry- I am in favor of the idea we do have money in the budget
 - j. Scott- I am in favor of this, we do have a couple of these in the city and this would be a help.
 - k. Sheldon- I have thought about this as if it was one of my neighbors, and I do feel comfortable if this was my neighbor.
 - l. Craig- I do have some thoughts on this. I am uncomfortable with 4 employees. When you have that many it's no longer a home based business. I would change the number to 1, I would change the weight limit to 26000lbs, you don't have a motorhome that's under 10,000. I also think you should strike welding out of this, you can't change a muffler or catalytic converter without welding. Buck will handle the fire portion. But over the long term I think this will have a negative impact on the city.

- m. Terry- I think we should go for it and get her done.
- n. Scott- I think we should add those changes that Craig mentioned.
- o. Sheldon- I like this for now, but I do see what Craig is saying.
- p. Craig- Maybe on the welding we can make it more specific on no welding on metal fabrication.
- q. **Sheldon- I am ready to motion to approve this Ordinance with the changes listed , Terry seconded the motion**
- r. **ROLL CALL VOTE: Scott-Yes, Craig-Yes, Terry-Yes, Clyde-Yes, Sheldon-Yes**
- s. **Ordinance 25-21 APPROVED**

- 10. **Proposed Ordinance 25-22** An Ordinance Amending Title 6, Chapter 17, Adopting the Current Edition of the Utah Wildland Urban Interface Code Issued by the International Code Council, With the Alternatives or Amendments Approved by the Utah Division of Forestry, Fire and State Lands as a Construction Code and a Wildland Urban Interface Map
 - a. Buck- This is a little bit of housekeeping. The State has adopted a HB requiring that all cities adopt these portions of the WUI code. The importance of this is they are holding hostage the wildlife mitigation fund, so if we had a wildfire and they stepped into help Erda would be on the hook to pay for all of the costs of that. Next year there will be an additional piece of a fee associated with this. This is mostly a formality and keeps those funds available.
 - b. Sheldon motioned to adopt Ordinance 25-22, Clyde seconded the motion
 - c. **ROLL CALL VOTE: Scott-Yes, Craig-Yes, Terry-Yes, Clyde-Yes, Sheldon-Yes**
 - d. **Ordinance 25-22 APPROVED**
- 11. Consideration and approval of Estoppel Certificate sent on behalf of client, Copper Cove Development, LLC.
 - a. John- Copper Cover under our development agreement says they can request this to state that the Development Agreement is in good standing. John read the Estoppel Agreement conditions.
 - b. Sheldon- What's the purpose of this?
 - c. John- The buyer or the bank wants to confirm that this is in good standing.
 - d. Derald- The Copper Cove LLC is owned by myself. Joe doesn't own any of this residential portion. Joe doesn't own any of this. These are actually two different entities.
 - e. John- These are do diligence items.
 - f. Clyde- So if we can't stop it why do we go through these motions?
 - g. **Sheldon motioned to issue the estoppel after Rachelle's review of item 10, Scott seconded the motion,**
 - h. **Council agrees to issue Estoppel**
- 12. Discussion / Appointment of Future Treasurer
 - a. Terry- So when does he start? It doesn't have a date.
 - b. John- The purpose of the agenda is to give the public notice, and I think this does that.
 - c. Sheldon motioned to approve **Resolution 25-19** , starting the beginning of January, Craig seconded the motion
 - d. **ROLL CALL VOTE: Scott-Yes, Craig-Yes, Terry-Yes, Clyde-Yes, Sheldon-Yes**
 - e. **RESOLUTION 25-19 APPROVED**

13. Discussion on Appointment of a City Manager

- a. Sheldon- The idea has been raised that we are due to have help. That the city is growing and the council can't do it all.
- b. Terry- We don't have departments to be managed. This reminds me of when a city had a mayor go off the rails and this helped to mitigate that. I don't think we need a manager. But I do think we need a roads department.
- c. Sheldon- I do think our residents would benefit from actually paying someone for these services. I spoke with Jake, our city Engineer, that if and when some of these developments get going it may be too much for our current staff. So we can hire people to do specific things and manage them ourselves. Or we can hire a manager who can do those items for us.
- d. Scott- I think this could be helpful to us. We could have them work on contracts, do code enforcement, and look into grants. It could be very helpful to us. One thing I am worried about is missing out on grants. We were at the Wasatch Council and some grants were mentioned that I was unaware of that we could qualify for.
- e. John- You need a doer, someone who goes out and does stuff. It's my take you guys set policy and he goes out and does it. If he doesn't you fire them. I've made a list of items. Chief admin officer- They implement policies and give advice to the council, they can work on the budget, personnel and organizational management, legal and regulatory compliance, representation on intergovernmental contracts, they report to the council, they can do code enforcement, they can also do roads. We can draft this idea as to whatever you want it to do.
- f. Mr. Adams- Erda Acres water company- When we started we had 75 hook ups, everything was voluntary no paid positions. It's in your best interest to get in front of this and have a paid position. We have a main operator who runs this. We can't operate this the same as when we started. It's good to take your time, get the right people in there, it'll make a difference. It's good to get a head on this.
- g. Clyde- I'm a little wishy washy on this. I can see what Terry is saying. I think we need a lot more discussion on what we would expect and how this would be done.
- h. Sheldon- I think this will be a need in the future.
- i. Craig- I get that we have limited staff and people who they can talk to during the day. We have several projects that need to be managed. We have gotten the grants for. We have 3 major developments that are going in. I think there needs to be someone who is there to do that. I got a call from the county asking what to do on a road that was $\frac{3}{4}$ of an inch too small, what should they do? I told them to fail it.
- j. Sheldon- I agree with Terry that there are a few ways to do this. We can hire a few other individuals and continue to manage them ourselves. Or we can hire one person, give them policies and a budget and have them manage things for us. I would like to hear back from Scott when he talks to his cousin.
- k. Clyde- I think we are trying to get one person to do multiple jobs.
- l. John- I think we would want to adopt an ordinance that would outline what the duties of a city manager are.
- m. Sheldon- We will have this as a discussion items for next meeting

14. Council Representative Reports

- a. Scott- We went to the Wasatch Front Regional Council, they didn't have much for us except the dept of transportation and UDOT, they aren't going to be finishing HWY 36

this fall. I am going to talk to the car dealership again. I think I need to get serious about this. We discussed another item on Church Rd.

- b. Craig- They are putting a pump station behind my house, we need to give them a variance to put a building.
- c. Clyde- Jim Harrell, they came and cleaned his culverts out, but I don't think that will solve the flooding of their property if we had a large rain again. We've spoken to the County and they think they've solved the problem.
- d. Sheldon- We talked about this a while back, is this something we can go back and ask for the county for more?
- e. Craig-Yes.
- f. Sheldon- I can reach out to Jed. Or who should this go to?
- g. Scott- I'm on the roads department and I can speak to them.
- h. Sheldon- I was contacted by UDOT. They have some funds to be used for trails and such. There is a possibility to get funds to get a trail along the south side of Bates from Rabbit to the jr. high. We are also considering doing a small trail from rabbit on the south of rabbit on Church road to Selma way. If you think this is a good idea I need to have a letter of intent in by Monday.
- i. Scott- How much money is this?
- j. Sheldon- It's about $\frac{1}{2}$ million to million dollars, not much. But it would do the job for just putting in the trail.
- k. Clyde- What about the easement that was brought up at our last meeting? Is this something that we own? How does that work?
- l. John- The property owner owns this, but the city has rights to access this for city purposes.
- m. Craig- It doesn't make sense to give up easements especially if there is a drainage easement. I feel for them, but that was the condition of the property when they bought it.
- n. Craig- I sit on the airport board and the mosquito abatement board. I would need to be appointed by the city council to continue to do so.
- o. Sheldon- I was contacted by the mosquito abatement and airport asking to keep Craig on their board. Their vision is to have long term people, and would appreciate keeping him on.
- p. Craig- The COG meeting on the 18th, they are doing the committees at that meeting. It will be very important for our council members to be there to get on those boards.
- q. Sheldon- I will be there, planning to volunteer. I will happily take direction as to which boards to be on.

15. Comments from Council Members

- a. None made

16. Adjournment

- a. Clyde moved to adjourn the meeting, Scott seconded the motion
- b. Voting was unanimous to adjourn the meeting
- c. **Meeting adjourned**

FOLLOW UP ITEMS:

1. Terry reached out to Jake about signs to be posted for no parking - I did send an email request to Jake about this and the Street Light at Sheep.
2. Terry- Light at Sheep and Erda Way- Need to speak to Rocky Mtn Power
3. Dominion/Enbridge Gas Franchise Agreement/Tax-John will do that - Joe will send it to John
4. Comcast was supposed to pay quarterly- They have not yet John will reach out
5. Sheldon and Jenn will look into items renewed yearly

Note: these minutes represent a summary of the meeting and are not intended to be verbatim.

Prepared by: Jennifer Poole, Erda City Recorder

PASSED AND APPROVED by the Council this 8th day of January, 2026.

ERDA

Sheldon B. Birch

Sheldon B. Birch, Council Chair

ATTEST:

Jennifer Poole
Jennifer Poole, City Recorder